

## **INVITATION TO BID**

### Food and Non-food Supplies

The Board of Commissioners for the \_\_\_\_\_ School Corporation (Hereinafter referred to as LEA) hereby invites submission of bids for \_\_\_\_\_. The bid shall be effective beginning \_\_\_\_\_ 20\_\_ and ending \_\_\_\_\_ 20\_\_. Bids may be submitted to the School Corporation Administrative office, \_\_\_\_\_ until \_\_\_\_\_ am/pm (local time), \_\_\_\_\_ 20\_\_. All bids submitted after this time will be returned unopened to the vendor. Specifications for this solicitation can be requested by calling the office of the Food Service Director/Manager at \_\_\_\_\_.

All bids submitted must be sealed and properly labeled with the vendor's corporate name, current address, contact person, and product category. All bids received will be opened and read aloud at the time stated above. Vendor representatives are welcome to attend the bid opening.

All prices shall be firm for the effective time of the bid. All products delivered shall be those listed in the bid. Alternate products must be of the same quality and approved by the LEA before delivery. Samples may be requested at time of bid opening.

Bids cannot be altered after submission to the LEA. Any question regarding the bid shall be in writing to the LEA, attention of the Food Service Director/Manager, within one week before the bid opening.

The Board of Commissioners and the School Corporation has the right to reject any bid in part or whole as necessary. The contract will be awarded to the most responsive, responsible bidder with the lowest price, and meets specifications. (Any other award criteria shall be outlined in the special instructions)

The LEA is not obligated to purchase all or a majority of product from one vendor. A LEA may require a vendor to bid on a certain percentage of the items for the bid to be considered.

Attach the original copy of your bid to the State Form #95, the non-collusion affidavit must be signed and notarized.

#### **Optional clause if a bid bond is required by the LEA:**

All bids submitted must include a bond or cashier check for 5% of the total amount of the bid. Any bid that does not have this included will be deemed unresponsive and not considered for a contract.

Additional Instructions are attached: